

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

RSA UNION BUILDING
100 N. UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410

www.mh.alabama.gov

September 15, 2022

RFP #2023-23

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to conduct a **National Core Indicator (NCI) Survey and Data Collection**. Request for Proposals (RFP) will be accepted until **2:00 pm on Monday, October 17, 2022**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire RFP document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

AL Department of Mental Health
Office of Contracts & Purchasing
100 North Union Street, Suite 570
Montgomery, AL 36104

MAILING NOTE: Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely and will not be reviewed. Postmarks of the date mailed are insufficient; the proposal must **physically** be received at the listed office by the date and time specified regardless of the delivery service used. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

Sincerely,

Cedric Harrison

Cedric Harrison, Purchasing Director
Office of Contracts & Purchasing

Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFP Closing Date & Time: **2:00 pm on Monday, October 17, 2022**
Review the mailing note.

RFP Contact Info: Leola Rogers
ADMH
Office of Contracts & Purchasing
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104
Telephone Number (334) 353-7440
Email: leola.rogers@mh.alabama.gov

MAILING NOTE:

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely and will not be reviewed. Postmarks of the date mailed are insufficient; the proposal must **physically** be received at the listed office by the date and time specified regardless of the delivery service used. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

ADDITIONAL INFORMATION
<ol style="list-style-type: none">1. Who may not respond to this RFP? Employees of DMH and current State employees.2. In order to transact business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office. (Domestic means within the State of Alabama. Foreign means out-of-state.) Website: www.sos.alabama.gov3. If contracted with the State of Alabama, all vendors must enroll <u>and</u> actively participate in E-Verify. Website: https://www.e-verify.gov/4. All vendors must register with STAARS Vendor Self Service. Website: https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService5. The Department of Mental Health reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (see mailing note), requested # of submissions not received.6. Protest <u>As per Alabama Administrative Code §355-4-1</u> “Any bidder adversely affected by an intent to award a contract let by competitive bid shall file a notice of protest within five (5) calendar days after the notice of intent to award is electronically posted. The notice of protest may be filed by mail, by hand delivery, by email or by facsimile. The notice of protest must be filed with the ADMH Director of Purchasing by 5:00 PM, Central Time, on the fifth calendar day after the notice of intent to award is electronically posted. A formal written protest shall be

filed within seven (7) days, excluding Saturday, Sunday, and State holidays, after the notice of protest is filed. The formal written protest may be filed by email in PDF format or by mail or hand delivery. The formal written protest must be filed with the ADMH Director of Purchasing by 5:00 PM, Central Time, on the seventh day after filing the notice of protest. The bidder or its legal representative must sign the formal written protest or it will not be accepted. Failure to file either the notice of protest or the formal written protest within the time limits prescribed herein shall constitute a waiver of any protest of the award of contract. The formal written protest shall state with particularity the facts and law upon which the protest is based.”

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RFP 2023-23

Three (3) RFP Submissions: 1 original and 2 copies

Submit RFP Responses To:

AL Department of Mental Health
Office of Contracts & Purchasing
RSA Union Building
100 N. Union Street, Suite 570
Montgomery, AL 36104

The Alabama Department of Mental Health (ADMH) is soliciting proposals to conduct a **National Core Indicator (NCI) Survey and Data Collection** for the Division of Developmental Disabilities (DDD).

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SECTION I

A. VENDOR QUALIFICATIONS:

1. The Vendor must demonstrate experience in recruiting, training, managing, executing, and reporting functions associated with in-person surveys.
2. The Vendor will conduct interviews each year for three years. Each year, the Contractor will complete 400 face-to-face interviews across the five regions in Alabama (80 per region) with people enrolled in the Intellectual Disability (ID) and Living at Home (LAH) waivers. Additionally, each year the Contractor will conduct face-to-face interviews with enrollees in the Community Waiver Program (CWP). In the first year, the Contractor will conduct interviews with approximately 50 CWP enrollees across the five regions. In the second and third years, as enrollment in CWP increases, the Contractor will conduct interviews with approximately 200 CWP enrollees per year. Therefore, the total number of interviews to be conducted by year is:
 - a. Year 1: 450
 - b. Year 2: 600
 - c. Year 3: 600
3. The Vendor must provide employees that have the ability to interview people with Intellectual Disabilities (ID)/Developmental Disabilities (DD).
4. The Vendor must provide employees that have experience with data entry.
5. The Vendor must have the ability to carry out and complete the project within the allotted timeframe, each year, in the five geographic regions.

B. SCOPE OF WORK:

- 1) Contact the DDD project manager to receive survey information that will include National Core Indicator (NCI) contacts, system access information, system log in information, access to survey form, and survey input identifying information.
- 2) The interview staff must attend trainings regarding conducting and completing the survey information.
- 3) DDD will provide the Contractor with a list of prospective people, 14 years of age or older with ID/DD, to interview. The list will include the name of the support coordination agency and contact, the service provider agency and contact, and for youth aged 14-17, the parent/guardian contact. The Contractor will select the people to be interviewed from the list and contact the support coordination agency for the background information and the service provider agencies to schedule interviews. For those who are ages 14-17, the Contractor will need to secure parental consent before contacting the person for the survey.
- 4) The Contractor must develop an interview schedule for completing 80 interviews per region for the ID and LAH waivers, plus all eligible CWP enrollees (approximately 50 additional interviews statewide in year one, 200 interviews in years two and three). The list from DDD will exceed the numbers required per region, to ensure quotas are met in the event those selected choose not to participate.
- 5) Once the background information and interviews are completed, all collected information will be input into the data system (ODESA) designed specifically to collect the NCI survey data.
- 6) The Contractor will provide quality control checks during each survey cycle to ensure survey data is accurate and/or complete.

- 7) Contractor agrees to complete the first year of the project by June 30, 2023. Years 2 and 3 will follow similar timelines, with all annual project work to be completed by June 30, 2024, and June 30, 2025.
- 8) The Contractor will provide a monthly visit report along with a signed attestation to validate completion of survey. At a minimum, the report should include name of surveyor, name of person surveyed, date, time, location, and names of others who may have participated in the interview. The report should be submitted to the DDD Director of Quality Assurance.
- 9) Contractor should provide a workplan and monthly status report to the DDD Associate Commissioner and the DDD Director of Quality Assurance.

SECTION II

A. Proposal Content

Instructions must be followed or responses will not be graded.

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry. Submit the response to each item with the item reproduced at the top of the page of the response.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Attach the Vendor Contact Page.
3. A Table of Contents of the submitted information.
4. Attach vendor information to include:
 - Include previous experience.
 - Include knowledge of the requested services and/or any special training.
 - Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
5. Attach a **detailed** budget (i.e.: frequency, pay rate, **or** detailed price list etc.).
6. All pages should be numbered consecutively beginning with **number 1** after the cover letter.
7. Submit one (1) original and two (2) copies of your entire proposal. **Note: Make sure at least one copy is single-sided.**
8. Clearly print on the outside of the envelope **RFP 2022-23 NCI Survey**.

Your entire proposal must be received at the following address no later than **2:00 pm on Monday, October 17, 2022**. Please review the mailing note.

Submit RFP Responses To:

AL Department of Mental Health
Office of Contracts & Purchasing
RSA Union Building
100 N. Union Street, Suite 570
Montgomery, AL 36104

The Department of Mental Health assumes no responsibility for expenses incurred in the preparation of the proposal and reserves the right to reject any and all proposals. Additionally, ADMH reserves the right to waive irregularities in any proposals and request clarification of any information and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

B. Evaluation Process

ADMH will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before December 1, 2022.

C. Selection Criteria

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Vendor's specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to and familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

D. Evaluation Criteria

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

1. Experience, stability, and reputation – 35%
2. Understanding of and responsiveness to the Request for Proposal – 15%
3. Expertise and knowledge of the requested scope of work – 35%
4. Budget and ability to complete project within specified time frame – 15%

SECTION III

RFP 2023-23 **SCHEDULE OF EVENTS** (All times are in Central Time)

The following RFP Schedule of Events represents the ADMH's best estimate of the schedule that shall be followed. *Except for the deadlines associated with the vendor question and answer periods and the proposal due date, the other dates provided in the schedule are estimates.* ADMH reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the RFP website at www.mh.alabama.gov for review.

Date	Item	Methods
September 15, 2022	RFP Release	USPS, ADMH Website, and STAARs website
September 23, 2022 by 12:00 pm	Deadline to submit RFP questions or requests for clarification in Word	Email to leola.rogers@mh.alabama.gov
September 27, 2022	RFP Q&A to be posted for review	ADMH website www.mh.alabama.gov
October 17, 2022 2:00 pm	RFP Submissions: 1 original & 2 copies	USPS or FedEx or UPS (Review mailing note)
October 17, 2022 2:00 pm	RFP Closing Date	USPS or FedEx or UPS (Review mailing note)
December 1, 2022 Approximately	Notification of selection status	USPS (In writing)
Submit RFP Responses To: AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union Street, Suite 570 Montgomery, AL 36104		

RFP CONTACT PAGE

Vendor's Legal Name	
Street Address	
City, State & Zip Code	
Contact Person	
Contact Phone #	

NOTE: Attach this page after the cover letter.